

# Surrey Heath Borough Council

## Executive

14 February 2023

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### Annual Plan 2023/24

<b>Portfolio Holder:</b>	Cllr Alan McClafferty, Leader
<b>Strategic Director/Head of Service</b>	Sally Kipping, Head of HR, Performance & Communications
<b>Report Author:</b>	Sarah Bainbridge, Organisational Development Manager
<b>Key Decision:</b>	yes
<b>Date Portfolio Holder signed off the report</b>	6 February 2023
<b>Wards Affected:</b>	All

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#### Summary and purpose

This report contains the draft Annual Plan 2023/24, which sets out the key projects and performance indicator targets for the next financial year, which the Executive is asked to approve. A draft plan was considered by the Performance & Finance Scrutiny Committee at its meeting on 25 January 2023, and the attached draft has been updated in light of their comments.

#### Recommendation

The Executive is advised to RESOLVE that the Annual Plan 2023/24, as attached at Annex A to the agenda report, be agreed, subject to the approval of the annual budget 2023/24 at Full Council on 22 February 2022.

#### 1. Background and Supporting Information

- 1.1 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021. This followed one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough. The Strategy sets out ambitious goals and targets under the headings of *Environment, Health & Quality of Life*, *Economy* and *Effective & Responsive Council*.
- 1.2 The Council agrees an Annual Plan each year which sets out the main goals, projects and targets for the coming financial year. The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy are delivered for residents.

- 1.3 Progress against these plans are reported to the Executive and Performance & Finance Scrutiny Committee at mid-year and year-end.
- 1.4 The draft Annual Plan has been prepared alongside the draft revenue and capital budgets for 2023/24 which are also being considered at this meeting before final consideration at Full Council on 22 February 2023.
- 1.5 The proposed Annual Plan 2023/24 is attached at Annex A, which the Executive is asked to approve, subject to the approval of the Annual Budget at Full Council on 22 February 2023.
- 1.6 The plan includes key projects and milestones for 2023/24. This will not generally include 'business as usual' activities. Details of key performance indicators for services are also included and proposed targets for 2023/24. These measure many of the Council's key 'business as usual' functions.

## **2. Comments from Performance & Finance Scrutiny Committee**

- 2.1 A draft Annual Plan 2023/24 was considered by the Performance & Finance Scrutiny Committee at their meeting on 25 January 2023. Their comments on the draft are set out below:
  - It was commented that the Council needed to ensure that key policies contributed to the strategic objectives in the Five Year Strategy and Annual Plan. The example cited was ENV02 which included planting hedgerows which was not specifically captured within planning policies. Officers undertook to come back to the Committee with more information;
  - It was queried whether there was an appetite to move away from specific targets for indicators and projects and instead focus on ensuring improvement. Following discussion some Members commented that, whilst the focus should always be on improvement (which could mean maintaining performance as circumstances become more challenging) they felt that specific targets were vital to allow the Council and Committee to measure and scrutinize progress;
  - It was queried whether the main audience of the plan was Members or the public, as some of the wording was not very clear for the public;
  - It was requested that the Fairtrade action ECON13 be updated to include more specific actions to reflect the Notice of Motion passed by the Council in 2022;
  - It was queried whether ENV01 should also include reference to the Bentley Copse Playground improvement [*NB – subsequent to the meeting it was confirmed that this would be delivered before the end of 22/23 financial year*].
- 2.2 The attached draft plan has been updated to take account of the comments from Performance & Finance Scrutiny Committee.

### **3. Contribution to the Council's Five Year Strategy**

3.1 The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy 2022 – 27 are delivered for residents and the Borough.

### **4. Resource Implications**

4.1 All projects and targets within the Annual Plan need to have the necessary resources (revenue funding, capital funding, staffing, external/grant funding) in place to deliver them. The draft Annual Plan is being prepared alongside the draft budget for 2023/24. Where particular projects and targets are contingent on securing external funding, this is set out in the attached plan.

### **5. Section 151 Officer Comments:**

5.1 The Medium Term Financial Strategy is aligned with the Annual Plan and a budget allocation of £125,000 is provided to support the plan and the service growth.

### **6. Legal and Governance Issues**

6.1 There are no specific legal or governance issues.

### **7. Monitoring Officer Comments:**

7.1 No additional comments from the Monitoring Officer.

### **8. Other Considerations and Impacts**

#### **Environment and Climate Change**

8.1 The Five Year Strategy very clearly sets out the Council's ambition with regards to the Environment, climate change and associated work of the Climate Change Action Plan. The draft Annual Plan contains a number of actions to deliver these ambitions.

#### **Equalities and Human Rights**

8.2 An equalities impact assessment was undertaken of the Five Year Strategy and identified a number of ways the Five Year Strategy ambitions can deliver positive impacts for different equality groups.

#### **Risk Management**

8.3 The draft Annual Plan itself has no risk attached to it but individual projects will be appropriately risk assessed and will be managed and reported through the Council's performance monitoring process at Performance & Finance Scrutiny Committee and the Executive.

## **Community Engagement**

- 8.4 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021, following one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough.
- 8.5 In addition, several of the individual projects listed in the draft Annual Plan involve or are based on significant public consultation and input, such as The Local Plan, considering the need for a Public Space Protection Order (PSPO) and the design and delivery of new playgrounds.

## **Annexes**

Annex A – Draft Annual Plan 2023 – 2024

## **Background Papers**

Surrey Heath Borough Council Five Year Strategy 2022 - 2027